

Estes Valley Pre-Construction Meetings

Revision Date: December 2012

OVERVIEW

Pre-Construction meetings are meetings that are held before you begin field construction but after you have land use approval such as subdivision or development plan approval.

The construction process is discussed at these meetings, from initial site work through building construction to final site restoration and issuance of certificates of occupancy.

The purposes of this meeting are to maximize communication, avoid mistakes and cost overruns, and minimize possible delays.

WHO ATTENDS?

This is a meeting between you, your project manager, design engineer, excavator, main contractor, and the Community Development Department, utility providers, and Public Works Departments.

SCHEDULING

Contact the Community Development Department to schedule the meeting. Please allow a one-week lead time to allow coordination of schedules.

Before a pre-construction meeting can be scheduled, you will need to submit a development agreement, approved construction plans, and other documents as may be necessary (such as easements).

Please refer to Development Agreement and Construction Plans handouts.

AGENDA AND CONTENT

Sample meeting agendas are available in the Community Development Department. You may review these if you would like to know the meeting format and content.

Meetings cover the following topics:

- As-Built Plans
- Building Permits
- Certificates of Occupancy
- Contractors Licensing
- Construction Plans
- Construction standards
- Demolition Permits
- Development Agreements
- Engineer certifications and inspections Erosion Control
- Exterior Lighting
- Field Changes
- Inspections
- Landscaping
- Limits of Disturbance
- Phasing and timing of improvements.
- Release of collateral
- Site Restoration
- Street Signs
- Surveyor certifications
- Wildlife Considerations